



Purchase Request Form

Club Information

Club Team: _____

Date: _____

Name: _____

Position on E-Board: _____

Purchase Information

For all purchase orders, **three** different vendors must be provided with price quotes from each vendor. Campus Recreation will process the request and purchase the requested items. Sufficient funds must be presented in the club's account or no orders will be placed. An order cannot be placed without receiving quotes from all listed vendors. Shipping times vary and are dependent on the vendor, so there is no guaranteed delivery time for any orders.

Item Name: _____

Type of Purchase: ☐ Equipment ☐ Apparel ☐ Merchandise
 ☐ Travel/Transportation ☐ Hotel
 ☐ Other (please specify): _____

Reason for Purchase: _____

Description of Item (include sizes, colors, quantity, etc.): _____

	Vendor Name	Website	Phone	Contact Person	Item Number	Quantity	Unit Price	Other Prices (shipping fees)	Total
1									
2									
3									

Tax Exempt

For items over \$250, please attach price quotes from all three vendors to this document



Club Contact Information

Campus Recreation will inform the Club Officers listed below when all purchased items are delivered to the Student Recreation Center.

Club President: _____

Signature: _____

Phone: _____

Email: _____@montclair.edu

Club Treasurer: _____

Signature: _____

Phone: _____

Email: _____@montclair.edu

Additional Items

Additional Item Name: _____

Type of Purchase: _____ Equipment _____ Apparel _____ Merchandise
_____ Travel/Transportation _____ Hotel
_____ Other (please specify): _____

Reason for Purchase: _____

Description of Item (include sizes, colors, quantity, etc.): _____

	Vendor Name	Website	Phone	Contact Person	Item Number	Quantity	Unit Price	Other Prices (shipping fees)	Total
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MONTCLAIR STATE
UNIVERSITY
Campus Recreation

Additional Items

Additional Item Name: _____

Type of Purchase: _____ Equipment _____ Apparel _____ Merchandise
_____ Travel/Transportation _____ Hotel
_____ Other (please specify): _____

Reason for Purchase: _____

Description of Item (include sizes, colors, quantity, etc.): _____

	Vendor Name	Website	Phone	Contact Person	Item Number	Quantity	Unit Price	Other Prices (shipping fees)	Total
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